

3303 - HOUSING SPECIALIST

NATURE OF WORK

This is responsible professional, administrative, and technical work, preparing and implementing the City's Housing Assistance Plan, as submitted to the U.S. Department of Housing and Urban Development (HUD). The employee in this classification is responsible for performing a variety of assignments relating to housing rehabilitation and assistance funded by Community Development Block Grants and other related Grant programs. Work is performed with initiative and independent judgement. Work is reviewed through observation, consultation and review of reports submitted to the Director of Housing and Community Development.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Drafts legal agreements, City Commission Resolutions, Commission Memoranda; Drafts letters and memoranda for City Manager, Assistant City Manager and/or for Division Director.

Reviews case files for Home Program grants, sets up case and enters vouchers for funds drawdown in HUD computer.

Prepares data for consultant's use in preparation of Annual Comprehensive Housing Affordability Strategy (CHAS)/Comprehensive Plan.

Prepares annual report on HOME Program performance.

Prepares Annual HOME Program Description.

Prepares Environmental Reviews for projects funded through HOME program, assist CDBG environmental reviewer when requested.

Monitors assigned CDBG-funded projects, prepare periodic status reports.

Coordinates monthly meetings of City's Loan Review Committee (LRC); Reviews and analyzes applications for funds from developers for compliance with HUD Regulations, and with Guidelines of Multi-Family Rehabilitation Program.

Attends annual review meetings of the City's Community Development Advisory Board. Reviews and prepares staff recommendations for sub-recipient annual applications for funding.

Meets with Multi-Family Property owners to describe the program and explain the application process.

Inspects progress of construction work on Multi-Family and Single Family rehabilitation projects. Assures compliance with Housing Quality Standards and Program Guidelines. Meets with single family home owners to determine eligibility for rehabilitation funding. Writes scope of work and specifications for rehabilitation work to be completed. Solicit bids from contractors for the required work.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of residential construction and alteration principles, practices, methods and

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materials.

Considerable knowledge of the techniques and methods of computing cost estimates and the preparation of construction plans and specifications.

Knowledge of local building, zoning and housing codes.

Knowledge of the Housing and Community Development Act of 1974, amendments thereto, and HUD implementing regulations.

Knowledge of the various Acts, Executive Orders, and Regulations which apply to the Community Development Block Grant Program.

Knowledge of planning techniques and statistics, especially those required in the preparation of a Housing Assistance Plan.

Knowledge of research techniques and the availability of sources of information.

Knowledge of public relations.

Ability to interpret residential construction plans and specifications.

Ability to communicate effectively and to prepare and present concise verbal and written reports in a clear and logical manner.

Ability to establish and maintain effective working relationships with other employees, City officials, officials of other agencies, and the general public.

Ability to understand and follow complex verbal and written instructions and guidelines.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Construction Management, or other appropriate field. Two (2) years experience with government or non-profit agency administering housing programs funded by the SHIP Program or U.S. HUD. Experience with relocation procedures and program monitoring. Excellent writing and verbal skills.

Additional experience may substitute for education on a year-for-year basis. **DESIRES:** Additional government experience and PC skills.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from the Division Head. Work is performed with little direct

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supervision and latitude for the use of independent judgement in the selection of work methods and procedures. Work is subject to review for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Usually none. May-supervise clerical personnel in the preparation of reports and correspondence.

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